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RECORDS CENTER AND ARCHIVES MANAGEMENT SYSTEM (RAMS)

13 May 1980

MEMORANDUM FOR: Chief, Records Management Division

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FROM:

Chief, Information Technology Branch

SUBJECT: Records Center and Archives Management System (RAMS)

Edgar,

The following information on RAMS is submitted per your request.

1. RAMS is being developed to support the Agency's Records Management Program and is a sub-part of The Records Information System (TRIS). It was originally designed to provide administrative support to the Archives and Records Center in the management of the records stored at that facility. Basically it was to replace the punch card system that was implemented by the Records Center in the early 1960s.

2. When the Information Technology Branch (ITB) was established in June 1979, the responsibility for RAMS, ARCINS, DARE, FARMS and all new developments in automation for Records Management was assigned to this Branch. ITB's first task was to review all existing projects and cancel, modify or enhance as appropriate. When the RAMS project was reviewed we recognized the opportunity to enhance the original design to provide a significant amount of computer support to the Records Center and its customers.

3. In August of 1979 ITB completed the overall design of RAMS that consists of seven parts. It is now specifically designed to provide a more efficient and accurate way to conduct all of the Records Center functions (Accessioning, Reference and Disposition) and at the same time automatically provide for all necessary statistical analysis, space control, and reporting requirements. When fully implemented RAMS not only will provide many advantages for the Records Center and its customers, but also will provide a level of security and statistical analysis on the Agency's retired records not possible without a computerized system. The seven sub-parts of RAMS are listed below with the probable implementation dates.

RAMS FUNCTIONSIMPLEMENTATION DATE

1. Accession (job) Level Inventory	June 1979
2. Accountability and Reporting	June 1979
3. Accessioning Records	Oct. 1981
4. Reference Service	June 1980
5. Disposition Processing	Oct. 1980
6. Statistical Analysis	Oct. 1981
7. Storage Space Control	June 1981

4. In October 1979 RAMS Reference was assigned as an MBO to ITB. The Reference sub-part was chosen because it has the greatest payoff for the greatest number of Agency components. It will provide a faster and more accurate system for components to recall their records from the Records Center. It will eliminate 15 clerical operations from the Records Center Reference function. The MBO is on schedule and except for the delay in equipment, would have started on 1 June 1980 as scheduled. It is now scheduled for 1 August 1980. The User Manual has been prepared and disseminated, the Training Manual and other training materials have been prepared, and the first two training sessions have been conducted.

5. Except for the normal support from the Printing and Photography Division/OA, the production facilities of ODP, and the invaluable clerical support of [] the entire RAMS activity to date has been accomplished with the resources of the Information Technology Branch/RMD.

6. The tasks of design, programming, manual preparation, development of training materials and conducting user training were a team effort. Specifically, Chief, ITB did the survey and established the requirements. [] on rotation from ODP, did the analysis and design of the basic system, prepared the training manual, developed the user training program, and is conducting the user training for more than 100 Agency employees. [] also on rotation from ODP, did the analysis, design and development of most of the subparts. He also assisted [] with the training materials and is assisting with the user training. [] developed the procedures, and except for some technical help from [] wrote the user manual. She also is assisting with the user training.

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